

**The City of Menomonie
Position Description**

Name:		Department:	Community Services Department
Title:	Community Services Superintendent		
Date:	March 2021	Reports To:	Director of Public Works

Purpose of Position

The purpose of this position is to supervise the personnel and operations associated with Community Services in the City of Menomonie. The Community Services Department includes maintenance and repair activities associated with City: Streets, Parks, Solid Waste Site, Landfill and Storm Sewer Collection System. The work is performed under the direction of the Director of Public Works.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans and prioritizes daily work schedules; assists in planning, directing and inspecting the repair and maintenance of streets, parks, sidewalks, bridges, traffic signals, and storm sewer collection system.
- Assists in planning, directing, and inspecting the construction and maintenance of the Solid Waste Disposal site.
- Supervises snow plowing and all phases of snow and ice removal throughout the City.
- Responds to inquiries and complaints from the public; answers questions, provides information and investigates and resolves complaints.
- Assists with the preparation, implementation and monitoring of the annual Parks, Streets, Storm Water, and solid Waste Utility budgets; prepares specifications for and recommends major equipment purchases.
- Directs the activities of the Urban Forestry specialist.
- Assists in maintaining records on equipment and materials used on various jobs.
- Assists in supervising the operation of the Community Services buildings and facilities and the repair and maintenance of vehicles and equipment.

- Ensures work schedules are set each week and maintenance tasks throughout the day. Calls or schedules employees to work overtime as needed.
- Maintains availability while on-call to respond to emergencies; carries a City issued cellular phone.
- Attends meetings as required.
- Conduct and presents frequent training events regarding Safety Compliance issues.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Answers phones and two-way radio; checks weather reports.
- Performs other duties as assigned or required.

Supervisory Responsibilities

Manages Street and Park Foreman and a total of 20 employees and 5 seasonal employees in the Community Services Department is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with 5-10 years of construction, street, storm sewer or park maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires possession of a valid Wisconsin driver's license and a Commercial Drivers license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as time sheets, accident reports, blueprints, union contracts, ordinances, statutes, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Streets/Parks Superintendent, Cedar Corporation, all department personnel, other department heads, and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals.
- Basic computer skills, internet and e-mail functionality.

Judgment and Situational Reasoning Ability

- Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Physical Requirements

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a vehicle, two-way radio, weather equipment, and/or materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under conditions that require exposure to environmental factors such as temperature extremes, smoke, dusts, disease, machinery, or lighting extremes. This exposure may cause some discomfort and presents a risk of injury.

The City of Menomonie is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date